

MADERA COUNTY

SUPERVISING MENTAL HEALTH CLINICIAN

DEFINITION

Under general direction, to supervise, assign, coordinate, review, and participate in the work of staff responsible for providing County Mental Health operations, functions, and activities; to provide clinical supervision of prelicensed clinicians; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Supervises, assigns, coordinates, reviews, and participates in the work of staff responsible for providing County Mental Health operations, functions, and activities; provides supervision and training to assigned staff; assigns and evaluates staff work; ensures adherence to appropriate policies and procedures; oversees and participates in the preparation, completion and maintenance of a variety of records and reports; prepares reports and necessary correspondence; maintains specialized information and records required by Department functions; assists with budget development, preparation, and expenditure control; coordinates work assignments with other County departments, divisions, or functions; attends conferences, workshops, and training to maintain current awareness of mental health methodologies and issues; operates a personal computer and other office equipment; participates in the development and implementation of Department goals and objectives; communicates effectively with others in person and over the telephone; maintain confidential information in accordance with legal standards and /or County regulations; updates and maintains computer records; creates and modifies programs and reports.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, procedures, techniques and trends of clinical and casework services, counseling, and treatment.

Principles of supervision, training, and performance evaluation.

Social aspects and characteristics of mental and emotional disturbances.

Principles of mental health education.

Theories and causes of substance abuse.

Therapeutic and treatment approaches for persons with mental and emotional problems.

Scope, availability, and activities of community resources, including other mental health and social service agencies.

Current trends in mental hygiene, mental health, public health, and social services, including State and Federal programs in these areas.

Skill to:

Operate a motor vehicle safely.

Ability to:

Supervise, assign, coordinate, and review the work of assigned staff.
Supervise, train, and evaluate assigned staff.
Ensure adherence to appropriate policies and procedures.
Oversee and participate in the preparation, completion and maintenance of a variety of records and reports.
Assist with budget development, preparation, and expenditure control.
Develop and maintain the confidence and cooperation of mentally and emotionally disturbed clients and families.
Perform skilled counseling.
Develop and implement treatment plans.
Maintain the confidentiality of client information.
Interact with clients in a therapeutic way.
Organize data, develop information, and prepare clear, concise, comprehensive records and reports.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of increasingly responsible clinical mental health experience, as a Licensed Psychologist, Licensed Clinical Social Worker, or Licensed Marriage and Family Therapist.

Training:

Graduation from an accredited college or university with a PhD in Psychology or a Master's Degree in Counseling, Social Work, Psychology, Marriage and Family Therapy, or a closely related field.

License or Certification:

Current license as a Clinical Social Worker or Marriage and Family Therapist issued by the California Board of Behavioral Science Examiners, or current license as a Psychologist issued by the California Board of Psychology.

Possession of, or ability to obtain, an appropriate, valid Driver's License issued by the California Department of Motor Vehicles.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; exposure to cold, heat, noise, outdoors, chemicals, and infectious disease; ability to travel to different sites and locations.

Effective Date: August 2003